

**STUDENT/PATRON COMPLAINTS AND GRIEVANCES**

Request for Settlement of Grievance

LEVEL ONE

(To be completed by aggrieved person)

Date of presentation to Principal:

Name of Aggrieved Person:

Home address:

School:

Principal:

NATURE OF GRIEVANCE:

SETTLEMENT REQUESTED

Signed \_\_\_\_\_  
Aggrieved Person

Reply to LEVEL ONE Grievance

Date Reply sent to Aggrieved Person:

Name of Aggrieved Person:

Home Address:

School:

Date of presentation of grievance to Principal:

Decision of Principal:

Signed \_\_\_\_\_  
Principal

Request for Settlement of Grievance

LEVEL TWO

Copies of Request for Settlement of Grievance LEVEL ONE and Reply must be attached.

Date of presentation to Superintendent:

Name of Aggrieved Person:

Home Address:

School:

Date of reply to LEVEL ONE Grievance:

State reasons for submission of grievance to LEVEL TWO:

Settlement requested:

Signed \_\_\_\_\_  
Aggrieved Person

Reply to LEVEL TWO Grievance

Copies of Request for Settlement of Grievance LEVEL ONE and Reply must be attached.

Date Reply sent to Aggrieved Person:

Name of Aggrieved Person:

Home address:

School:

Date of submission of Grievance to Chief Executive Officer  
Superintendent:

Decision of Superintendent:

Signed \_\_\_\_\_  
Superintendent

Request for Settlement of Grievance

LEVEL THREE

Copies of all previous Requests for Settlement and Replies must be attached.

Date of submission to Business Manager:

Name of Aggrieved Person:

Home address:

School:

Date of Reply of Superintendent to LEVEL TWO Grievance:

State Reason for submission of Grievance to LEVEL THREE:

Settlement Requested:

Signed \_\_\_\_\_  
Aggrieved Person

Reply to LEVEL THREE Grievance

LEVEL THREE

Date Reply sent to Aggrieved Person:

Name of Aggrieved Person:

Home address:

School:

Date of Submission of Grievance to Business Manager - LEVEL THREE:

Date of hearing with School Board:

Decision of the School Board:

Signed \_\_\_\_\_  
President of the Board